

## **JS-2005 Intern Professional Workshop**

# **Contract Administrator (CA)**



**Presented By:**

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**Shirley (JD) Donaldson**

**4 May 2005**

# 3 MOST IMPORTANT TASKS

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## EQUAL IN WEIGHT

- **GETTING THE CONTRACTOR PAID**
- **TRACKING FUNDS FOR, DFAS, BUYING COMMANDS, AND DCMA**
- **ENSURING THAT CONTRACT FUNDS DO NOT CANCEL**

# Be Familiar With Terms & Acronyms

- ✓ **CANCELED** - Funds are no longer available for anything, including to pay the bills.
- ✓ **YEAR OF FUNDS** - The fiscal year the funds were made available.
- ✓ **PRON** - Procurement Request Order Number.
- ✓ **AMS** - Army Missile Systems
- ✓ **ACRN** - Contract Accounting Classification Reference Number
- ✓ **DFAS** - Defense Finance & Accounting Service

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# Tracking Funds

DAAH01-02-C00xx xxx-x XXX-X					FUNDING MODIFICATIONS ONLY							TOTAL \$\$\$ BY ACRN	
CPIF					PZ0023 NTE \$199,000,000								
					ACCOUNTING INFO								
DATE	MOD	WORK SUBCLIN	PRON	AMS CD	FUNDS SVC	PG TYPE	YR	EXPIR 01-Oct	CAN 01-Oct	ACRN	TOTAL OBLIG \$s		
												\$195,049,823	\$195,049,823
07-May-02	Award	0001AA	4Y29130B57	1025	97	0300	2002	2004	2009	AA	\$72,500,000		
26-Sep-02	P00002	0001AA	4Y29130B57	1025	97	0300	2002	2004	2009	AA	\$36,250,000		
27-Mar-03	PZ0004	0001AA	4Y29130B57	1025	97	0300	2002	2004	2009	AA	\$36,178,936		
10-Apr-03	P00007	0003AA	4Y39127B57	1023	97	0300	2003	2005	2010	AB	\$2,450,000		
17-Sep-03	P00008	0004AA	4Y19161B57	1022	97	0300	2001	2003	2008	AC	\$3,619,922	\$3,619,922	
17-Sep-03	P00008	0004AB	4Y29272B57	1025	97	0300	2002	2004	2009	AA	\$130,078		
17-Mar-04	PZ0012	0003AA	4Y39127B57	1023	97	0300	2003	2005	2010	AB	\$2,324,614		
29-Apr-04	P00016	0004AC	4Y49180B57	2210	21	2032	2004	2006	2011	AE	\$10,250,000		
12-May-04	P00015	0005	4Y39214B57	1023	97	0302	2003	2005	2010	AD	\$5,346,273		
17-May-04	P00014	0004AB	4Y29272B57	1025	97	0300	2002	2004	2009	AA	\$3,750,000		

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DAAH01-02-C00xx xxx-x					TOTAL \$s BY ACRN
CPIF			NTE \$199,000,000		
DATE	MOD	WORK SUBCLIN	ACRN	TOTAL OBLIG \$s	
				\$195,049,823	\$195,049,823
07-May-02	Award	0001AA	AA	\$72,500,000	
26-Sep-02	P00002	0001AA	AA	\$36,250,000	
27-Mar-03	PZ0004	0001AA	AA	\$36,178,936	
10-Apr-03	P00007	0003AA	AB	\$2,450,000	
17-Sep-03	P00008	0004AA	AC	\$3,619,922	\$3,619,922
17-Sep-03	P00008	0004AB	AA	\$130,078	
17-Mar-04	PZ0012	0003AA	AB	\$2,324,614	
29-Apr-04	P00016	0004AC	AE	\$10,250,000	
12-May-04	P00015	0005	AD	\$5,346,273	
17-May-04	P00014	0004AB	AA	\$3,750,000	

# Buying Activity

DAAH01-02-C00xx xxx-x XXX-X						
CPIF					\$199,000,000	
DATE	MOD	WORK SUBCLIN	PRON	AMS CD	TOTAL OBLIG \$s	TOTAL \$\$s BY ACRN
					\$195,049,823	\$195,049,823
07-May-02	Award	0001AA	4Y29130B57	1025	\$72,500,000	
26-Sep-02	P00002	0001AA	4Y29130B57	1025	\$36,250,000	
27-Mar-03	PZ0004	0001AA	4Y29130B57	1025	\$36,178,936	
10-Apr-03	P00007	0003AA	4Y39127B57	1023	\$2,450,000	
17-Sep-03	P00008	0004AA	4Y19161B57	1022	\$3,619,922	\$3,619,922
17-Sep-03	P00008	0004AB	4Y29272B57	1025	\$130,078	
17-Mar-04	PZ0012	0003AA	4Y39127B57	1023	\$2,324,614	
29-Apr-04	P00016	0004AC	4Y49180B57	2210	\$10,250,000	
12-May-04	P00015	0005	4Y39214B57	1023	\$5,346,273	
17-May-04	P00014	0004AB	4Y29272B57	1025	\$3,750,000	

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# Canceling Funds

FUNDING MODIFICATIONS ONLY							
PZ0023 NTE \$199,000,000							
ACCOUNTING INFO						TOTAL OBLIG \$s	TOTAL \$\$s BY ACRN
FUNDS SVC	PG TYPE	EXPIR YR	CAN 01-Oct	ACRN			
						\$195,049,823	\$195,049,823
97	0300	2002	2004	2009	AA	\$72,500,000	
97	0300	2002	2004	2009	AA	\$36,250,000	
97	0300	2002	2004	2009	AA	\$36,178,936	
97	0300	2003	2005	2010	AB	\$2,450,000	
97	0300	2001	2003	2008	AC	\$3,619,922	\$3,619,922
97	0300	2002	2004	2009	AA	\$130,078	
97	0300	2003	2005	2010	AB	\$2,324,614	
21	2032	2004	2006	2011	AE	\$10,250,000	
97	0302	2003	2005	2010	AD	\$5,346,273	
97	0300	2002	2004	2009	AA	\$3,750,000	

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